



### **Competency 3.1 Industrial hygiene personnel shall demonstrate a familiarity level knowledge of industrial hygiene-related data management requirements.**

#### **1. Supporting Knowledge and Skills**

- a. Describe the Department's organization and discuss the Department's procedures for communicating between Headquarters and Field elements.
- b. Describe the Department's procedures and policy for communicating with state and local organizations, Occupational Safety and Health Administration (OSHA), and other regulatory agencies.

#### **2. Recommended Reading**

##### **Review**

- Patty's *Fundamentals of Industrial Hygiene and Toxicology*, 4th Edition, Volume IB, Chapter 25, "Industrial Hygiene Records and Reports," and 2nd Edition, Volume IIIA, Chapters 7, "Data Automation," and 8, "Statistical Design and Data Analysis Requirements."
- DOE Order 231.1, *Environment, Safety, and Health Reporting*.

#### **3. Summary**

In accordance with regulations, mandatory guidance, good practice, and common sense, it is vital that critical industrial hygiene-related data and information be maintained and be retrievable. Critical data includes the following: (1) what is needed to make decisions at the moment, and (2) what is needed to document and defend decisions made in the past. This data would include exposure assessments, recommendations for and actual controls and medical surveillance, and past sampling data retrievable by employee, time, location, department, operation, and agent. Copies of past operating procedures and manuals should probably also be retained for future reference.



## ***Industrial Hygiene Competency 3.1***

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The DOE complex operates on the basis of a “chain of command” with the different levels; headquarters, operations or field office, area office, and contractor all have different responsibilities. Formal policy, requirements, assessments, responses, etc., should be passed up and down, with the different levels of the chain of command performing their assigned duties and being held accountable for their actions. In order for DOE to function effectively, all levels of the organization are therefore responsible for formally acting upon and initiating actions only from the appropriate level of DOE and contractor. Pressures to violate the chain of command should be resisted, and all formal actions must be transmitted through proper channels to ensure review and approval before decisions are made or actions taken. Similarly, only authorized personnel may represent, make commitments for, or communicate in the name of DOE with other federal agencies.

### **4. Suggested Exercises**

There are currently no scenarios that support this competency.